

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
9800 GOETHE ROAD
P.O. BOX 269101
Sacramento, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #05-039

**Materials Handler (3 Psns)
R9594000/A
WG-6907-06/05
\$16.46 - \$19.21 ph
\$15.45 - \$18.03 ph**

**ANNOUNCEMENT DATE: 24 January 2005
CLOSING DATE: 1 March 2005**

SELECTING OFFICIAL: Class IX Supervisor

**APPOINTMENT FEATURES: Excepted Service
Enlisted Grade**

POSITION LOCATION: Decentralized Class IX – Stockton, CA

APPLICANTS NOT MEETING FULL QUALIFICATIONS FOR THE WG-06 POSITION INDICATED BELOW, MAY BE CONSIDERED FOR WG-05 TRAINEE, IF QUALIFIED. STATEMENT-OF-DIFFERENCE OF QUALIFICATION REQUIREMENTS FOR EACH ARE INDICATED.

This position is located in a National Guard maintenance facility, warehouse, training site, supply or support type facility. Its purpose is to oversee one or more product lines, a segment of a large warehouse, or serve as the senior employee in a smaller warehouse or supply facility.

1. AREA OF CONSIDERATION: Statewide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army National Guard.

2. CONDITIONS OF EMPLOYMENT: a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/ EFT (Direct Deposit).

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3. **MILITARY GRADE AVAILABLE:** ENLISTED GRADE THROUGH E-7. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN ENLISTED GRADE THROUGH E-7 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

4. **QUALIFICATION REQUIREMENTS:**

a. **Materials Handler, WG-6907-06/05, General:** Experience, education, or training which demonstrates the applicant's ability to compare item identification against receiving reports and issue request forms; skill in using handtrucks, dollies, and other equipment to move stock; ability to use hammers, pliers, and other handtools; and to follow oral and written instructions.

b. **Materials Handler, WG-6907-06, Specialized:** Must have 18 months extensive experience in receiving, packaging, and preparation for shipment, compilation of reports, and overall warehousing procedures; experience in setting up and rotating storage location considering factors such as life expectancy, available space, product turnover, etc.; experience performing inventory and inspections to determine serviceability of stocked items; and experience in interpreting and applying written instructions, reference materials, publications, and manuals.

c. **Materials Handler, WG-6907-05 Trainee, Specialized:** Must have 12 months specialized experience which demonstrates a knowledge of warehouse methods, procedures, and techniques; experience in establishing stock location by considering factors such as size, shape, weight, and use of items; experience in inspecting items and maintaining records through the cataloging process; and experience in interpreting and applying written instructions, reference materials, publications, and manuals.

If selected as trainee, the appointee may be non-competitively promoted to WG-06 upon meeting full qualifications and recommendation of supervisor.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

d. Must be able to pass an operator's test for forklift equipment up to 10,000 lbs.

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e. **Substitution of Education:** Study successfully completed in a college, university technical or vocational school may be substituted for experience at the rate of one year of study (30 semesters hours or 20 classroom hours of instruction per week) for 6 month of experience. Courses must be directly related to the work of the position.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

- a. Ability to do the more difficult tasks, answer questions, and check the work performed at the next lower level.
- b. Skill in setting up and rotating storage locations.
- c. Skill in determining shortage and overage in inventory; inspecting items to determine fare, wear, and tear.
- d. Ability to read and interpret technical publication, manuals, and regulations.

SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN CMF 63, 89, 92, 77F, 88H/M/N/Z.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

****ALL APPLICATIONS MUST BE SIGNED & DATED****

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THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.